



## **Staff Report**

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### **RESOLUTION AUTHORIZING MANAGEMENT ANALYST I / II CLASSIFICATION AND SALARY RANGE IN HUMAN RESOURCES**

Honorable Mayor and Council Members:

#### **Summary**

Staff recommends the City Council adopt the attached resolution authorizing the classification and salary range for Management Analyst I/II in the Human Resources Department.

#### **Background**

In the informational report presented to the City Council on August 14, 2007, staff proposed a new Human Resources Analyst classification as a means to create a flexibly staffed position of Human Resources Technician/Human Resources Analyst in the Human Resources Department.

After careful review staff is recommending the job description and salary be the same as the Management Analyst approved by Council on October 9, 2007. Although job duties may differ across departments, the work performed is equivalent in terms of complexity, responsibility, accountability, exercise of sound judgment and independent decision-making, analytical and problem solving skills and other important job related factors. The qualifications (training, experience, education, etc.) required for successful performance are also similar.

#### **Discussion**

The Human Resources Director would like the ability to flexibly staff the Human Resources Technician position at either the Technician or Management Analyst level depending on the individual's experience, skill sets, performance and other work related qualifications. The current Technician has been regularly performing out-of-class work for some time due to the high volume of services requested of the Human Resources Department. The Department is leanly staffed with two regular full-time employees who serve approximately 180 full-time employees including the Fire Department, temporary and casual employees, former employees and retirees and the general public. The Technician must often perform duties outside the scope of the current job description in order to help the Department keep pace with the demand for services. This results in a mismatch of job title and compensation to actual work performed. This higher level work is comparable to duties performed by a Management Analyst.

In addition, flexibly staffing the Technician position would encourage staff retention. The Technician classification is considered an entry-level position in the human resources profession.

After three or four years of service, a motivated, competent and career-minded individual can acquire the combined experience, knowledge, skills and abilities to peak in the position and advance to the next level in the human resources career series. This next level or “progression” would be an Analyst position. Since the City does not have this classification, this presents a retention issue. There is no ability for the Technician to advance to the next step after peaking in the position. This prevents the Technician from reaching his/her potential capability. As a result, the incumbent may pursue a promotional opportunity with another public agency. Losing a valued staff member, especially to a competing city, is harmful to morale, organizational productivity and succession planning efforts. We begin to serve as a training ground for other agencies.

Last, flexibly staffing the Technician position with a Management Analyst classification would provide an internal opportunity for the Technician to continue to grow in his/her profession, enhance their skill sets and develop into a more productive and valuable employee for the City.

Listed below is the proposed monthly salary range for the Management Analyst I/II classification in Human Resources. Staff is recommending the salary be established at the same rate as the newly created Management Analyst I/II classification approved by the Council on October 9.

**Management Analyst I**

<b><u>Step A</u></b>	<b><u>Step B</u></b>	<b><u>Step C</u></b>	<b><u>Step D</u></b>	<b><u>Step E</u></b>	<b><u>Step F</u></b>
5,341	5,608	5,888	6,183	6,492	6,817

**Management Analyst II**

<b><u>Step A</u></b>	<b><u>Step B</u></b>	<b><u>Step C</u></b>	<b><u>Step D</u></b>	<b><u>Step E</u></b>	<b><u>Step F</u></b>
5875	6,169	6,477	6,801	7,141	7,498

Should this reclassification be approved, the current Human Resources Technician would be immediately considered for advancement to the Management Analyst classification.

Staff has met and conferred with the Mid-Management and Confidential Employees’ Association (MMCEA) on the proposed new classification and salary range. MMCEA supports the proposed job title and salary range.

**General Plan/Vision Statement**

The recommendation in this report supports the General Plan/Vision Statement.

**Fiscal Impact**

The estimated cost of flexible staffing/reclassification is approximately \$10,600 this fiscal year. The impact will be minimal since the cost was incorporated into the FY 2007/08 adopted budget.

**Public Contact**

Posting of the City Council agenda. A copy of this report was provided to representatives of MMCEA.

**Recommendation**

It is recommended that the Council adopt the attached resolution authorizing the new classification and salary range for Management Analyst I/II in Human Resources.

**Alternatives**

1. Do not approve the classification and salary range.
2. Approve the classification and salary range.
3. Provide staff with alternative direction.
4. Take no action at this time.

**Attachments**

- A. Resolution Authorizing Management Analyst I/II Classification in Human Resources
- B. Management Analyst I/II Job Description

Respectfully submitted,

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Jack R. Crist  
City Manager

**Staff Contact:**

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**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT  
AUTHORIZING MANAGEMENT ANALYST I/II CLASSIFICATION AND SALARY  
RANGE IN HUMAN RESOURCES**

**WHEREAS**, on August 14, 2007, the City Manager presented an informational report to the Council regarding potential new staff position requests, reclassifications and departmental reorganizations; and

**WHEREAS**, in the report, staff proposed flexibly staffing the existing Human Resources Technician position with a new Human Resources Analyst classification; and

**WHEREAS**, staff has studied the proposed new classification and recommends the Management Analyst I/II classification in order to address the issue of out-of-class work by the Human Resources Technician, encourage staff retention and provide an opportunity for professional growth and advancement, which benefits the City by internally developing a more productive and valuable employee; and

**WHEREAS**, staff recommends the proposed salary range for the new classification be as follows:

**Management Analyst I**

<b><u>Step A</u></b>	<b><u>Step B</u></b>	<b><u>Step C</u></b>	<b><u>Step D</u></b>	<b><u>Step E</u></b>	<b><u>Step F</u></b>
5,341	5,608	5,888	6,183	6,492	6,817

**Management Analyst II**

<b><u>Step A</u></b>	<b><u>Step B</u></b>	<b><u>Step C</u></b>	<b><u>Step D</u></b>	<b><u>Step E</u></b>	<b><u>Step F</u></b>
5875	6,169	6,477	6,801	7,141	7,498

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Belmont does hereby authorize the new classification and salary range Human Resources Analyst in the Human Resources Department.

\* \* \* \* \*

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a regular meeting thereof held on October 23, 2007, by the following vote:

AYES, COUNCILMEMBERS: \_\_\_\_\_

NOES, COUNCILMEMBERS: \_\_\_\_\_

ABSTAIN, COUNCILMEMBERS: \_\_\_\_\_

ABSENT, COUNCILMEMBERS: \_\_\_\_\_

\_\_\_\_\_  
CLERK of the City of Belmont

APPROVED:

\_\_\_\_\_  
MAYOR of the City of Belmont



CITY OF BELMONT  
ADOPTED CC: 10/9/2007  
MMCEA BARGAINING GROUP  
FLSA: EXEMPT

## **MANAGEMENT ANALYST I/II**

### **DEFINITION**

To provide responsible professional, administrative and technical assistance in the development, administration and implementation of City programs, operations, services and policies; to conduct financial and special studies, surveys and research assignments in a wide range of municipal policies involving organization, procedures, finance and services; may be responsible for oversight of programs, projects and/or financial and administrative sub-functions of the department.

### **DISTINGUISHING CHARACTERISTICS**

#### **Management Analyst I**

This is the entry level position in the Management Analyst series which can be assigned to various City operating departments. This class is distinguished from the Management Analyst II position by the performance of the more routine professional tasks and duties. Employees at this level are not expected to perform with the same level of independence of direction and judgment on matters related to established procedures and guidelines as are tasks assigned to the Management Analyst II level. As this is an entry level or training class, employees may only have limited or no directly related work experience. Employees work under close supervision while learning tasks.

#### **Management Analyst II**

Work in this class is distinguished from that of a Management Analyst I by the greater complexity of the assignments received and by the greater independence with which an incumbent is expected to operate. Appointment to the higher class requires that

the employee be performing substantially the full range of duties for the class and meet the qualification standards for the class. A Management Analyst II works under general supervision and is expected to perform the entire range of administrative and technical duties requiring a complete knowledge of departmental policies and procedures. Positions in this class are flexibly staffed and are normally filled by advancement from the lower level of Management Analyst I, or, when filled from the outside, require prior municipal administrative experience.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from the Department Head or other management staff member as designated by the Department Head. May exercise supervision over technical and clerical support staff or other staff, as assigned.

### **EXAMPLES OF DUTIES**

*Depending upon assignment, essential and other important responsibilities and duties may include, but are not limited to the following:*

- Compile and analyze data; prepare reports and make recommendations on the formulation of policy and procedure.
- Perform research and statistical analyses on administrative, fiscal, personnel, and operational problems.
- Assist in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations.
- Assist in the development, coordination and monitoring of the budget; prepare a variety of fiscal, administrative and management reports.
- Assist in the development of new program elements and program modifications as necessary to meet goals and objectives; monitor and coordinate the daily operation of assigned program area; and, perform analytical work and maintain appropriate records and statistics.
- Compile materials and assist on the preparation of reports, manuals, and publications.
- Prepare clear and concise reports, correspondence
- Prepare and administer contracts and agreements; participate in and coordinate or facilitate departmental and/or citywide committees and projects.
- Respond to complaints and requests for information from the public and City staff; research requested information and determine appropriate resolutions.
- Represent the City in interdepartmental, community, and professional meetings as required; make presentations as necessary.
- Assist in the coordination of intradepartmental and departmental activities with other City departments and divisions, and outside agencies.
- Interpret Federal, State and City regulations; coordinate their application to City operations.
- Build and maintain positive working relationships with co-workers, other City employees and the public, using principles of good customer service.

## **QUALIFICATIONS**

### **Management Analyst I**

#### **Knowledge of:**

- Principals and practices of public administration.
- Methods and techniques of statistical and fiscal analysis and report writing.
- Basic knowledge of principles and practices of advanced business office management and administration.
- Principles and practices of good customer service.
- Methods and techniques of project management.
- Research techniques and methods of report preparation.
- Techniques and principles of effective interpersonal communication.
- Problem resolution methods.
- Pertinent local, state and federal laws, City functions, policies, rules and regulations.

**Ability to:**

- Organize, plan, schedule and implement operations; conduct analytical and administrative projects related to area of assignment.
- Effectively work under pressure and prioritize project activities and deadlines.
- Exercise initiative and independent judgment in sensitive situations.
- Communicate clearly and concisely, both orally and in writing, with a wide variety of people and interests
- Effectively administer assigned program(s) responsibilities.
- Operate a personal computer with proficiency and familiarity to effectively produce complex, professional reports, charts, spreadsheets and other documents.
- Establish and maintain cooperative working relationships with department representatives, public officials, and general public.

**Experience and Training Guidelines**

*Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Two to three years of progressively responsible administrative experience, preferably in local government.

**Training:**

Equivalent to a Bachelors Degree from an accredited college or university with major course work in public or business administration or a closely related field.

**Management Analyst II**

In addition to the qualifications for Management Analyst I:

**Knowledge of:**

- Research techniques, sources, and availability of information, and of report preparation and presentations.
- Principles and practices of advanced project management and workflow analysis.
- Principles, methods and practices of municipal finance, budgeting, accounting, and personnel management.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

**Ability to:**

- Perform a wide variety of complex analytical duties with little to no supervision.
- Manage more complex or sensitive projects.
- Diagnose problems of a more complex nature.
- Properly interpret and make decisions in accordance with laws, rules and policies.

**Experience and Training Guidelines**

Three years of professional level experience in public administration similar to the Management Analyst I.